

**ALTUS CITY COUNCIL MEETING
MINUTES
JULY 7, 2015**

1. CALL TO ORDER

The City Council of Altus, Jackson County met in regular session Tuesday, July 7, 2015 at 7:56 p.m. in the Council Chambers of City Hall. Notice of the agenda was duly filed and posted in the office of the City Clerk, June 11, 2015 at 4:39 p.m.

2. ROLL CALL

The Clerk's roll call indicated the following members present:

Jack Smiley - Mayor
Presiding

Perry Shelton	
Rick Henry	Jon Kidwell
Jason Winters	Kevin McAuliffe

Absent: Dwayne Martin, Doyle Jencks Chris Riffle out of room at time of Roll Call.

Also Present: David Fuqua, Catherine Coke, Jan Neufeld, Debbie Davis, Donita Beers, Linda Walker, Kenny Combs, Ken Pike, Chad Osborne, Janice Berryhill, Melba Martinez, Phillip Beauchamp, Linda Mutchler, Dennis & Angie Murphy, Tracy & Jerry Abbott, Daniel Adams, Steve Perry, Barbara Burleson, Tim Murphy, Dan Scott, Freddy Perez, Gary Brickley, Brian Bush, Jed Winters, Tom Buchanan, Amy Cobb, Raymond Moody, Lloyd Colston, Bob Carder, Henry, Hartsell, Officer Billy Fowler and other public.

3. RECOGNITION AND CONGRATULATIONS TO THREE OFFICERS FROM THE ALTUS POLICE DEPARTMENT FOR THEIR ACCOMPLISHMENTS:

Deputy Chief Bill Perkins, graduated from the 260th session of the National FBI academy in Quantico, Virginia on June 12, 20156.

Sgt. Don Wood was recently selected as the American Legion Oklahoma Law Officer of the Year.

Sgt. Brad Edmonds was recently selected as the Veterans of Foreign Wars Oklahoma Law Enforcement Officer of the Year.

Chief of Police, Tim Murphy, recognized these men for their accomplishments and the outstanding job they are doing on the Police force and the Altus community.

4. COMMENTS FROM AUDIENCE REGARDING THE PROPOSED FY 2015-2016 BUDGET.

None

5. CONSIDER THE CONSENT AGENDA LISTED BELOW AND VOTE TO APPROVE THE MINUTES OR APPROVE WITH ANY CHANGES AS NOTED.

A. APPROVE MINUTES FOR THE SPECIAL CITY COUNCIL MEETING ON JUNE 8, 2015.

B. APPROVE MINUTES FOR THE ALTUS CITY COUNCIL MEETING ON JUNE 16, 2015.

C. APPROVE MINUTES FOR THE SPECIAL CITY COUNCIL MEETING ON JUNE 25, 2015.

D. RECEIVE AND ACKNOWLEDGE RECEIPT OF CLAIMS LIST

E. CONSIDER, DISCUSS AND VOTE TO APPROVE A CONTRACT FOR SERVICES BETWEEN THE CITY OF ALTUS AND MAIN STREET ALTUS FOR SERVICES TO REVITALIZE, STABILIZE AND DEVELOP THE CITY'S DOWNTOWN AREA, IN THE AMOUNT OF \$29,635.00 WITH THE FUNDS TO BE USED FOR EMPLOYING A PROGRAM MANAGER, FUND A PART-TIME POSITION, MAINTAIN EVENT INSURANCE AND PAY FOR INCREASED OFFICE RENT, OR TAKE ANY OTHER APPROPRIATE ACTION.

F. CONSIDER, DISCUSS AND VOTE TO APPROVE, BY CITY COUNCIL MOTION, A SUBSEQUENT RENEWAL CONTRACT WITH M&B CONTRACTING TO PROVIDE FLATBED SERVICE FOR FY 2015-2016, WITH NO INCREASE IN COMPENSATION RATE, AND/OR TAKE ANY OTHER APPROPRIATE ACTION.

G. CONSIDER, DISCUSS AND VOTE TO APPROVE RENEWAL AND ADDENDUM TO LEASE BETWEEN THE CITY OF ALTUS AND THE SOUTHWEST OKLAHOMA COMMUNITY ACTION GROUP (SOCAG) FOR THE USE OF THE SEG HOVE CENTER (SENIOR CITIZENS), LOCATED AT 9-05 NORTH WILLARD AT \$1200 MONTHLY RENT WITH THE UTILITIES AND THE DIFFERENCE BETWEEN THIS RENT AND THE APPRAISED MARKET RENT SERVING AS INKIND SERVICES TO HELP PROVIDE THE 25% LOCAL MATCH FOR FEDERAL HEAD START FUNDS AND/OR TAKE ANY OTHER APPROPRIATE ACTION.

H. CONSIDER, DISCUSS AND VOTE TO APPROVE RENEWAL AND ADDENDUM TO LEASE BETWEEN THE CITY OF ALTUS AND THE SOUTHWEST OKLAHOMA COMMUNITY ACTION GROUP (SOCAG) FOR THE LINCOLN CENTER, WITH THE BUILDING AND UTILITIES AS INKIND SERVICES FOR FEDERAL FUNDS, PER PRIOR 1971 AGREEMENT OR TAKE ANY OTHER APPROPRIATE ACTION.

I. ACKNOWLEDGE MONTHLY REPORTS AND MINUTES AS FOLLOWS:

**CITY & SCHOOL POOL REPORT (MAY) - A
FLEET MAINTENANCE FUEL REPORT - B
MAIN STREET ALTUS - C
SOUTHERN PRAIRIE LIBRARY SYSTEM - D**

Motion made by SHELTON and seconded by RIFFLE to approve the Consent Agenda.

The Mayor called for the vote recorded as follows:

AYE: Shelton, Henry, McAuliffe, Winters, Riffle, Kidwell, Smiley

NAY: None

Motion carried 7-0

Mayor, Jack Smiley, requested that Item #12 be moved before Item #6.

12. CONSIDER, DISCUSS AND VOTE TO APPROVE TO APPROVE AN AGREEMENT BETWEEN THE CITY OF ALTUS AND RODGER KERR, ADMINISTRATOR OF THE ESTATE OF ROBERT MARK KERR, DECEASED AND JED WINTERS, WINTREE HOMES, DEVELOPER, FOR THE DEVELOPMENT OF A PLANNED DISTRICT HOUSING ADDITION WITH SINGLE-FAMILY AND DUPLEX HOUSING UNITS WITH SHARED COSTS ON PUBLIC BRIDGE/STREET OR TAKE ANY OTHER APPROPRIATE ACTION.

BACKGROUND: Rodger Kerr, Administrator of the Estate of Robert Mark Kerr, deceased and Jed Winters, Wintree Homes, Developer, propose to develop a twenty-one acre tract in northeast Altus for single-family and duplex housing units. The addition will be developed using Planned District Housing Types contained in the Unified Development Code, Art. 3 Sec. 3.303. The proposed addition will provide approximately seventy (70) housing units. The addition was initiated by the need for additional housing for the Altus Air Force Base personnel arriving for the new KC-46 program. Two means of egress are required for subdivisions and the developer proposes a right-of-way and bridge over the City's drainage area adjacent to the addition on the west side, similar to the Hunter Pointe Bridge project. The housing units will be "total electric" with installation and service provided by City Electric. The addition will not contain alleys and trash service will be provided by "poly-carts". The required park fees will be used to develop the existing City park area as a soccer field with additional park area. Both park areas will be available to the public.

This item presented by David Fuqua, City Administrator

Mr. Fuqua stated that a study had been done concerning Altus Air Force Base and the KC46 and the housing needed for the extra families associated with this new addition. He stated that the City has made a commitment to provide housing for the additional staff.

The Air Force determined from this study that the houses should range in price from \$150,000 to \$180,000. It will be from 1-2 years before these houses are needed. Dr. Joe Leverett may be able to reallocate some Strategic Military funds to help pay for this bridge, if not all of it. It's important for us to fulfill that commitment to show that we are committed to the base.

The project that is aimed at providing that housing has not begun yet.

Rodger Kerr and Jed Winters propose to develop a 21 acre tract of land northeast of Altus for single family and duplex housing units. It will provide approximately 70 housing units.

Brian Bush, President of Chamber of Commerce, also spoke to this, noting the impact it would have on the City and the schools.

Motion made by RIFFLE and seconded by SHELTON to approve an Agreement between the City of Altus and Rodger Kerr, Administrator of the Estate of Robert M. Kerr, deceased and Jed Winters, Wintree Homes, Developer for the development of a Planned District Housing Addition with single-family and duplex housing units with shared costs on public bridge/street.

The Mayor called for the vote recorded as follows:

AYE: Henry, Riffle, Shelton, McAuliffe, Winters, Kidwell, Smiley

NAY: None

Motion carried 7-0

6. RECEIVE REPORT FROM DISTRICT ATTORNEY, JOHN WAMPLER REGARDING ACTIVITIES AND ACCOMPLISHMENTS OF THE DRUG TASK FORCE FOR THE PAST YEAR (Memorandum of Agreement was approved at June 16 Council meeting.)

Bob Carder, Supervisor of the Drug Task Force, updated the Council and others on the accomplishments of the Drug Task Force from the previous year.

7. CONSIDER AND VOTE TO APPROVE A LETTER OF ENGAGEMENT FROM CRAWFORD AND ASSOCIATES FOR ACCOUNTING SERVICES FOR FISCAL YEAR 2015-2016 OR TAKE ANY OTHER APPROPRIATE ACTION.

BACKGROUND: The Crawford & Associates firm is our consulting firm that helps us prepare our financial statements for the auditors. Last year we relied on them very heavily. It is the intent that we will need them less and less as we are able to get everything cleaned up and stay on top of everything once the Finance Department is fully staffed again. This will also enable us to get

the audit completed in a more timely manner this year. This is included in the FY 16 budget.

This item presented by Jan Neufeld, CFO

Motion made by HENRY and seconded by KIDWELL to approve a Letter of Engagement from Crawford and Associates for accounting services for Fiscal Year 2015-2016.

The Mayor called for the vote recorded as follows:

AYE: Riffle, Henry, Winters, Shelton, McAuliffe, Kidwell, Smiley

NAY: None

Motion carried 7-0

8. CONSIDER, DISCUSS AND VOTE TO APPROVE A POLICE K-9 - PROPERTY OF THE CITY OF ALTUS - TO BE DECLARED SURPLUS AND AUTHORIZE THE TRANSFER OF OWNERSHIP TO THE JACKSON COUNTY SHERIFF'S DEPARTMENT.

BACKGROUND: The Police K-9 (Valkyrie) was purchased in May of 2012 with matching funds from the office of the Jackson County District Attorney and the City of Altus, with the City's portion being \$4,371.67. This K-9 is no longer being utilized by the Altus Police Department. If approved, Council would transfer ownership of this Police K-9 to the Jackson County Sheriff's Department with the stipulation that the Altus Police Department may use the K-9 if need arises.

This item presented by Tim Murphy, Police Chief

Motion made by HENRY and seconded by McAULIFFE to approve a Police K-9 property of the City of Altus - to be declared surplus and authorize transfer of ownership to the Jackson County Sheriff's Department..

The Mayor called for the vote recorded as follows:

AYE: Shelton, Henry, Riffle, Kidwell, Winters, McAuliffe, Smiley

NAY:

Motion carried 7-0

9. CONSIDER, DISCUSS AND VOTE TO DECLARE STREET DEPARTMENT EQUIPMENT, A 1992 AKERMAN EXCAVATOR SERIAL #H7MC2362, AS SURPLUS OR TAKE ANY OTHER APPROPRIATE ACTION.

BACKGROUND: The Akerman Excavator is still in running condition but has passed its usefulness as a daily use machine. Additionally, it is difficult to obtain parts for repairs and is cost prohibitive to maintain. The item exceeds the \$1,000 in estimated value as per Altus Code Section 2-111.

This item presented by Mayor Smiley & Chad Osborne

Motion made by HENRY and seconded by McAULIFFE to declare Street Department equipment, a 1992 Akerman Excavator Serial #H7MC2362 as surplus.

The Mayor called for the vote recorded as follows:

AYE: Shelton, Henry, Riffle, McAuliffe, Kidwell, Winters, Smiley

NAY: None

Motion carried 7-0

10. CONSIDER, DISCUSS AND VOTE TO AUTHORIZE THE STREET DEPARTMENT TO PURCHASE A CASE 580 SN BACKHOE FROM STATE CONTRACT #SW192 IN THE AMOUNT OF \$96,254.23 FROM OTC EQUIPMENT, LLC OF OKLAHOMA CITY AND APPROVE BUDGET AMENDMENT IN THE AMOUNT OF \$16,254.23 OR TAKE ANY OTHER APPROPRIATE ACTION.

BACKGROUND: In an effort to further streamline and manage cost, this new piece of equipment will replace three (3) older obsolete pieces of equipment previously declared surplus.

This item presented by Chad Osborne, Street Commissioner

Motion made by HENRY and seconded by RIFFLE to authorize the Street Department to purchase a Case 580 SN Backhoe from State Contract #SW192 in the amount of \$96,254.23 from OTC Equipment, LLC and approve budget amendment in the amount of \$16,254.23.

The Mayor called for the vote recorded as follows:

AYE: Shelton, Henry, Riffle, Kidwell, Winters, McAuliffe, Smiley

NAY: None

Motion carried 7-0

11. CONSIDER, DISCUSS AND VOTE TO (1) APPROVE RESOLUTION NO. 2014-24 ACCEPTING FAA GRANT OFFER FOR AIRPORT IMPROVEMENT PROGRAM (AIP) PROJECT NO. 3-40-0002-013-2015 FOR ALTUS\QUARTZ MOUNTAIN REGIONAL AIRPORT TO “Install Perimeter Fence and Gates - Phase II”, (2) AUTHORIZE THE CITY MANAGER TO EXECUTE THE GRANT AGREEMENT UPON RECEIPT FROM THE FAA; (3) APPROVE AWARDDING THE CONSTRUCTION CONTRACT TO THE LOWEST BIDDER, QUALITY FENCE COMPANY, INC., SUBJECT TO THE RECEIPT OF THE FAA GRANT AND (4) APPROVE RESOLUTION NO. 2015-25 APPOINTING MIKEL SPENCE AS A PURCHASING AGENT FROM QUALITY FENCE COMPANY, INC. TO PURCHASE MATERIALS FOR THE PROJECT FREE OF SALES TAX OR TAKE ANY OTHER APPROPRIATE ACTION.

BACKGROUND: The City of Altus on behalf of the Altus Quartz Mt., Regional Airport recently applied for a Federal Grant to “Install perimeter Fence and Gates - Phase II”. This project will complete the perimeter fencing around the Airport and is a 90/10 grant. Estimated total cost for the project is \$300,000. Of which the City’s share is 10% or \$30,000. Bids for construction contract were opened and reviewed by CEC Engineering on June 16, 2015 and the lowest and best bid was selected. Authorization for grant execution at this time accounts for the limited time period the City has to sign and return the grant to the FAA. Once the grant is received, the estimated start time is September of this year. All funding is in the FY 15/16 Airport Budget.

This item presented by Daniel Adams, Airport Manager

Motion made by HENRY and seconded by RIFFLE to approve Resolution No. 2015-24 accepting the FAA Grant offer for the Airport Improvement Program Project for Phase II of the installation of the perimeter fence and gates and authorize the City Manager to execute the Grant Agreement upon receipt from the FAA; Approve awarding the construction contract to Quality Fence Company, Inc., lowest bidder and approve Resolution No. 2015-25 appointing Mikel Spence as a purchasing agent from Quality Fence Company, Inc. to purchase materials for the project free of sales tax.

The Mayor called for the vote recorded as follows:

AYE: Shelton, Winters, Kidwell, Riffle, McAuliffe, Henry, Smiley

NAY: None

Motion carried 7-0

13. CONSIDER, DISCUSS AND VOTE TO APPROVE RESOLUTION NO. 2015-26 COMMITTING LEVERAGE FOR THE PURPOSE OF MATCHING FUNDS FOR THE 2015 CDBG SMALL CITIES SET ASIDE GRANT OR TAKE ANY OTHER APPROPRIATE ACTION.

This item presented by Barbara Burleson, Planning Director

Motion made by McAULIFFE and seconded by SHELTON to approve Resolution No. 2015-26 committing Leverage for the purpose of matching funds for the 2015 CDBG Small Cities Set Aside Grant.

The Mayor called for the vote recorded as follows:

AYE: Shelton, McAuliffe, Winters, Kidwell, Riffle, Smiley

NAY: Henry

Motion carried 6-1

14. CONSIDER, DISCUSS AND VOTE TO APPROVE RESOLUTION NO. 2015-27 REQUESTING ASSISTANCE IN COMMUNITY DEVELOPMENT AND HEREBY REQUESTING THE OKLAHOMA DEPARTMENT OF COMMERCE TO PROVIDE ASSISTANCE UNDER THE POLICIES, REGULATIONS AND PROCEDURES APPLICABLE TO LOCAL COMMUNITIES IN OKLAHOMA AND AFFIRMING THE COMMITMENT TO TAKE ALL ACTION WITHIN THE CITY'S POWER TO FACILITATE THE RECEIPT OF THE ASSISTANCE OF COMMUNITY DEVELOPMENT FUNDS IF THE CITY OF ALTUS IS AWARDED A COMMUNITY DEVELOPMENT BLOCK GRANT AND UPON RECEIPT TO ADMINISTER SAID GRANT BY THE RULES AND REGULATIONS ESTABLISHED BY THE UNITED STATES OF AMERICA, THE STATE OF OKLAHOMA AND ALL EMPOWERED AGENCIES THEREOF, OR TAKE ANY OTHER APPROPRIATE ACTION.

BACKGROUND: The proposed Resolution will be submitted with the 2015 CDBG Small Cities Set Aside Grant Application for the demolition of dilapidated residential and commercial structures.

This item presented by Barbara Burleson, Planning Director

Motion made by SHELTON and seconded by WINTERS to approve Resolution No. 2015-27 requesting assistance in community development and hereby requesting the Oklahoma Department of Commerce to provide assistance under the policies, regulations and procedures applicable to local communities in Oklahoma and affirming the commitment to take all action within the City's power to facilitate the receipt of the assistance of community development funds if the City of Altus is awarded a Community Development Block Grant and upon receipt to administer said grant by the rules and regulations established by the United States of America, the State of Oklahoma and all empowered agencies thereof.

The Mayor called for the vote recorded as follows:

AYE: Riffle, Shelton, McAuliffe, Winters, Kidwell, Smiley

NAY: Henry

Motion carried 6-1

15. CONSIDER, DISCUSS AND VOTE TO APPROVE A CITIZENS PARTICIPATION PLAN FOR THE CITY OF ALTUS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) 2015, OR TAKE ANY OTHER APPROPRIATE ACTION.

BACKGROUND: The proposed Citizens Participation Plan will be submitted as part of the application to the Department of Commerce for the demolition of dilapidated commercial and residential structures using Small Cities Set-Aside grant funds. The CDBG Citizens Participation Plan is implemented annually for the CDBG program.

This item presented by Barbara Burleson, Planning Director

Motion made by SHELTON and seconded by WINTERS to approve the City of Altus Citizens Participation Plan for the City of Altus Community Development Block Grant Program (CDBG) 2015.

The Mayor called for the vote recorded as follows:

AYE: Shelton, McAuliffe, Winters, Kidwell, Riffle, Smiley

NAY: Henry

Motion carried 6-1

16. CONSIDER, DISCUSS AND APPROVE SUBMITTING AN APPLICATION TO THE OKLAHOMA DEPARTMENT OF COMMERCE FOR COMMUNITY DEVELOPMENT ASSISTANCE THROUGH THE CDBG PROGRAM FOR THE DEMOLITION OF DILAPIDATED RESIDENTIAL AND COMMERCIAL STRUCTURES, THEREBY AUTHORIZING THE APPROPRIATE SIGNATURES ON THE APPLICATION CERTIFICATION, OR TAKE ANY OTHER APPROPRIATE ACTION.

BACKGROUND: Demolition of residential and commercial dilapidated structures in the following areas: (West Bradford and Falcon on the North; Park Lane on the East; Ridgecrest on the South and Market Road and Carver on the West)

This item presented by Barbara Burleson, Planning Director

Motion made by SHELTON and seconded by WINTERS to approve submitting an application to the Oklahoma Department of Commerce for community development assistance through the CDBG Program for the demolition of dilapidated residential and commercial structures, thereby authorizing the appropriate signatures on the Application Certification.

The Mayor called for the vote recorded as follows:

AYE: Riffle, Winters, McAuliffe, Shelton, Kidwell, Smiley

NAY: Henry

Motion carried 6-1

17. REVIEW, DISCUSS AND POSSIBLE ACTION ON OTHER NEW BUSINESS IF ANY, WHICH HAS ARISEN SINCE THE POSTING OF THE AGENDA AND WHICH COULD NOT HAVE BEEN REASONABLY FORESEEN PRIOR TO POSTING OF THE AGENDA. (25 O.S.A., SECTION 3-111 (9)).

None

18. MAYOR'S APPOINTMENTS:

A. Reappoint Municipal Court Judge, Ken Darby to a 2 year term ending July, 2017.

B. Re-appoint Alternate Municipal Court Judge and Juvenile Judge, Phil Olson to a 2 year term ending July, 2017.

C. ARAC Board - Appointing Jeremy Reed, Joyce Stengel, replacing Mike Pate.

D. Utilities Committee - Mayor, City Manager, Electrical Superintendent, Public Works Director, Councilmen Jon Kidwell, Chairman, Rick Henry, Kevin McAuliffe, and Doyle Jencks

19. CITY MANAGER COMMENTS

They will be interviewing for Public Works Director and City Engineer positions on July 17, 2015.

20. ADJOURN 8:30 P.M.

Jack Smiley, Mayor

Debbie Davis, City Clerk/Treasurer

